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Approved For Release 2000/08/29 : CIA-RDP79-01041A000100040055-1
SECURITY INFORMATION

27 May 1953

MEMORANDUM FOR: Personnel Director

SUBJECT : Establishment of a Personnel Pool for the Recruitment of
Individuals Reduced in Force by the Department of State

1. Confirming our telephone conversation, I wish to make the following comments concerning suggested requirements in connection with the establishment of a special procedure for the handling of qualified personnel receiving reduction in force notices in the Department of State:

a. It is most important that there be adequate publicity both among the operating officials of CIA and appropriate staff members of State concerning arrangements made for consideration and possible placement of the subject individuals in CIA. (I believe that the present problem stems largely from the fact that State personnel and our own operating people are not fully aware of the arrangements which the recruitment staff have made to facilitate their consideration in the Agency. It may be appropriate, therefore, to issue a brief notice outlining the special procedure established to expedite the handling of the subject cases.)

b. Such cases, although referred in the Agency in accordance with the usual procedures, should be appropriately identified, perhaps through the use of a special transmittal sheet, so that they will secure more than usual routine handling in the Agency.

c. There should be provision where necessary for flexibility in the slotting of such individuals against T/O vacancies in order that processing may be initiated even though the exact T/O position and grade may not be immediately available.

d. Provision for special notification to I & S of the subject individuals on whom security processing is requested to assure special handling. It is most desirable in these cases that every effort be made to see that the Agency is in a position to have the personnel enter on duty not later than the time that the individual is dropped from the State payroll. In this connection, it may be necessary to make provisional appointments to alleviate hardship cases.

2. It is believed that provision for the special features suggested above, together with the recruitment procedures which have already been established, will be adequate to assure that the Agency will be in a position to take advantage of the excellent experience and training in the intelligence field of the individuals who may be involved in the State reduction in force.

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O/DD/I

EBW:hcl

cc: O&I - Addressee

1 - ER

Assistant for Admin. (DD/I)

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